

## **Education**

### **Master of Arts, Literary and Textual Studies**

*Bowling Green State University, Bowling Green, Ohio  
August 2007*

### **Master's Certificate, Women's Studies**

*Bowling Green State University Bowling Green, Ohio  
August 2007*

### **Bachelor of Arts, English**

*Bowling Green State University, Bowling Green, Ohio  
August 2005*

## **Professional Experience**

Owens Community College

July 2011-present

### **Interim Co-Chair/ Interim Chair**

#### Core Responsibilities:

- Provide leadership, support, and vision for the English Department
- Oversee curricula and ensure alignment with student learning outcomes and state requirements
- Hire, train, and evaluate faculty members
- Facilitate the assessment process in Developmental Writing, Developmental Reading, and Composition
- Prepare and lead monthly department meetings
- Develop a departmental course schedule each semester that meets the needs of students, faculty, and the college
- Manage the department budget and effectively utilize department resources
- Serve on committees and task forces
- Support the college's overall mission, as well as retention and recruitment efforts

Owens Community College

May 2009-present

### **Writing Program Manager**

#### Core Responsibilities:

- Support adjunct faculty with orientation and training
  - Present workshops for adjunct and full-time faculty on a variety of relevant and timely topics
  - Work with English Chair to schedule adjunct faculty classes
  - Interview potential faculty members as needed by the Chair
  - Evaluate adjunct faculty
  - Develop materials to support the Writing Program
  - Assist in coordinating student learning assessment efforts, including collecting data and writing data reports
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Owens Community College

August 2006-present

**Instructor, Developmental Writing, Composition, and Literature**

Core Responsibilities:

- Develop documents such as syllabi, assignment sheets, and grading rubrics as well as develop the overall course structure
- Evaluate student progress through the use of a rubric, online participation, and collaborative activity success
- Utilize course materials and technology to work toward greater success in the classroom
- Provide one-on-one assistance to students based on their particular needs
- Adequately prepare students for the next level of academic writing
- Maintain knowledge of current writing practices and composition theory

*Courses taught include:* Introduction to College English, Composition I (online and land-based), Composition II (online and land-based), and Women in Literature

Bowling Green State University

August 2005-May 2007

**Instructor, General Studies Writing**

Core Responsibilities:

- Developed documents such as syllabi, achievement requirements, and assignment sheets as well as developed overall course structure
- Evaluated student progress through use of a comprehensive rubric
- Provided time outside of class for one-on-one conferencing
- Prepared students for the next level of academic writing
- Attended department training sessions and meetings as required

Something Special Learning Center

April 1999-August 2004

**Administrator**

Core Responsibilities

- Maintained day-to-day operations of a full-service childcare center
  - Worked with daycare staff members to ensure we provided top quality care for children at every age
  - Completed monthly billing for over two hundred children who attended the center
  - Completed weekly payroll for each employee
  - Interviewed, hired, and assessed progress of employees
  - Maintained necessary certifications such as CPR and First Aid
  - Worked with county agencies to provide resources for families in need
  - Ensured that the center was in alignment with state-mandated guidelines
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## Scholarship/Publications

- *Forthcoming*: “Green Celebrities,” and “Green Colleges and Universities” in the collection *America Goes Green: An Encyclopedia of Eco-Friendly Culture in the United States*. ABC-Clio, October 2012.
- *Forthcoming*: “Knowledge vs. Intelligence: Will You Survive Outside of Sony Picture Studios?” in collection *Jeopardy! And Philosophy* edited by Shaun Young, 2012.
- *Forthcoming*: “Do You See What I See?: Examining Ethics and Recognition in Harper Lee’s *To Kill a Mockingbird*.” *Journal of Contemporary Literature*. Ed. Martin Kich, 2013.
- Book Reviews: Howard Tinberg and Jean-Paul Nadeau. “The Community College Writer: Exceeding Expectations (Studies in Writing and Rhetoric Series).” *Community College Review* April 2011 39: 201-202.
- Conference presenter: AURCO Conference, Wright State Lake Campus, Ohio “Recognition: Ethics and Cultural Work in Harper Lee’s *To Kill a Mockingbird*.” April 2011.
- Conference presenter: Bowling Green State University, 2010. “Best Assessment Practice in First-Year Writing Programs.”
- Conference presenter: MLA Conference, Chicago, 2007 and Bowling Green State University, “Battleground States,” 2007. “Kiss This: An Examination of the Critical Reception of *The Kiss* by Kathryn Harrison,” co-written with Sarah Bear.
- Conference presenter: Bowling Green State University Women’s Symposium, 2006. “Faith in Question: The Bible Through a Feminist Lens.”

## College Service

- Owens Community College Curriculum Committee, 2011-present
- Owens Community College Literacy Committee, chair, 2009-present
- Owens Community College Writing Program Committee, 2009-present
- Owens Community College Adjunct Faculty Compensation Task Force, 2011

## Professional Memberships, Training, and Service

- Member, working group, Ohio Council of Writing Program Administrators, CLEP testing recommendations, 2011
  - Conference Attendee, OACC, Columbus, Ohio, 2012
  - Conference Attendee, English Forum for Two-Year Colleges, New Orleans, LA 2012
  - Conference Attendee, Community College/ABLE Project, Columbus, Ohio, 2011
  - Council of Writing Program Administrators, 2010-present
  - Essential Skills of Quality Online Instruction, Owens Community College, 2009
  - Build Your Online Course, Owens Community College, 2010
  - Quality Matters Peer Review Certification, 2009
  - Grant Writing Workshop, Owens Community College, 2011
  - SAFE ZONE Facilitator Training, 2011
  - Owens Community College Faculty Advisor, Habitat for Humanity, 2008-2011
  - United Way Team Member, Owens Community College Findlay Campus, 2011
  - Relay for Life Champion, Owens Community College Team, 2010-2011
  - Lead Volunteer, March of Dimes Team, 2009-2010
  - Modern Language Association, 2005-present
  - National Organization for Women, 2005-present
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## Workshops Presented

- “Say What?”: Building a Common Language Among Instructors, Tutors, and Students
- Avoiding Grade Inflation
- Rubric Roundtable
- An Overview of the Writing Program
- Deterring Plagiarism through Atmosphere and Instruction
- The Many Ways to Pre-Write
- Using the *Little, Brown Handbook* in Your Classroom
- Better Topics, Better Essays
- Ways to Integrate a Campus-Wide Read into Your Course
- Your Best Stuff
- Bring Your Own Syllabus
- Incorporating “MyCompLab” into Your Course
- Providing Effective (and Timely) Feedback for Students
- Making Effective Comments on Student Writing
- Working with Difficult Students
- Using Peer Review in Blackboard
- Working with the Thesis Statement
- Teaching and Working With the Analysis Essay
- Don’t Judge a Book by Its Cover: Making an Informed Choice About Textbooks
- Oops! I Left a Paper Trail!: Drafting Your Syllabus and Assignment Sheets
- Approaching MLA/ Approaching Synthesis
- Effective Assignments and Assignment Sheets
- Communicating Effectively with Students
- Generating a Powerful Syllabus
- Incorporating Grammar in the Writing Classroom
- Using Collaborative Activities
- Motivating Students to Succeed
- Effective Time Management
- I Can Write Clearly Now!
- Composition/Developmental Writing—Grade “Norming” Workshops

## References

*Available upon request.*

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